







## Course Equivalency Management System for Faculty Review Panel Leads

Webinar













# Understanding Course Equivalency

**An Overview** 

### Five Steps to Course Equivalency

- Defining Joint faculty panels meet to define learning outcomes and credit hour ranges.
- Agreeing Educational partners reach consensual agreement on the learning outcomes via a statewide feedback process.
- 3. Matching Institutions match courses to learning outcomes and credit hour ranges.
- **4. Submitting** Institutions submit specific course materials based on learning outcomes and credit hour ranges.
- **5. Reviewing** Faculty review panels validate course materials against learning outcomes, recommended credit hour ranges, and other requirements.

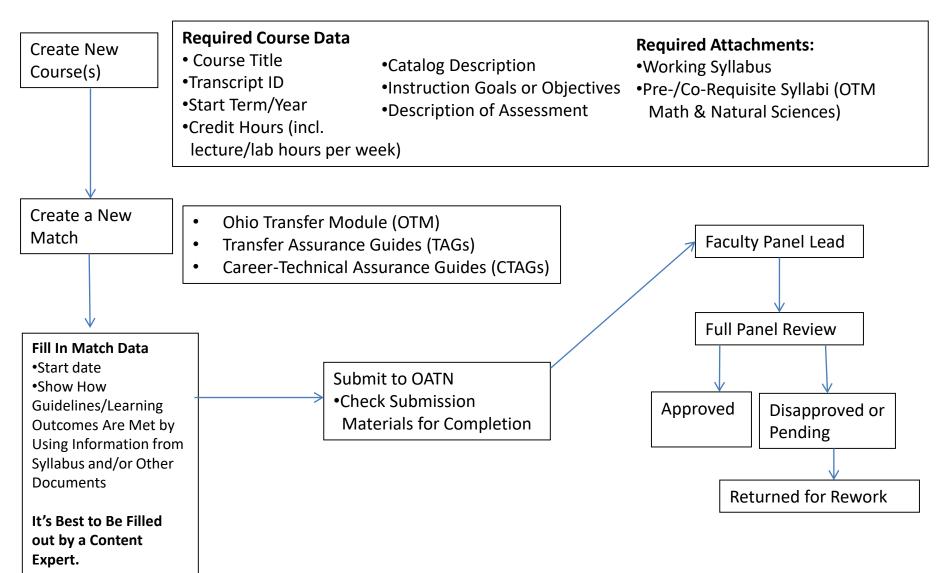


#### What Qualifies a Match for Approval?

- The course must meet at all of the required learning outcomes and at least 70% of all of the learning outcomes of a course
- Credit hours should be taken into account as well because they are commonly viewed as an indicator of breadth and depth.
- The match must also meet any other requirements including co-/pre-requisite, laboratory hours, and textbooks.



## Process for Standard Review Including Course Inventory Creation and Match Submission



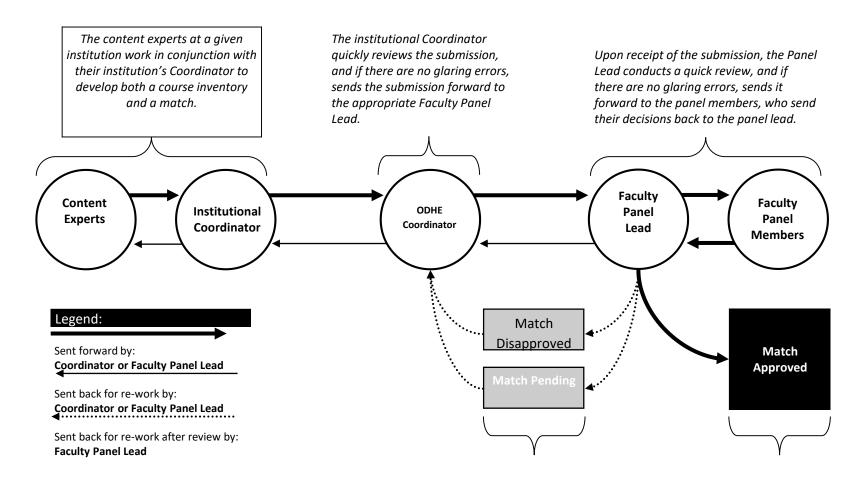
# Course Equivalency Management System (CEMS)

**APEX VERSION 1.0** 





#### **CEMS WORKFLOW**



### **Standard Review Process**

## Panel Lead Portal – Manage Submissions



#### Login





#### **Password Recovery**



#### Homepage

HOME COURSES MATCHES REPORTS

| Homepage | Panel Lead | Panel Member |

#### Panel Lead Submissions

The following matches have been submitted for review. In order to view the matches for a specific panel, click on the value listed in the corresponding column.

	New Submissions Standard   Expedited			Resubmissions Indard   Expedited	
AUTOMOTIVE TECHNOLOGIES	. <u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	
BIOLOGY	: <u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
ENGLISH LITERATURE	: <u>0</u>	<u>0</u>	<u>1</u>	8	
MATHEMATICS	: <u>0</u>	<u>0</u>	<u>2</u>	0	
SOCIAL WORK	: <u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TMNATURALSCIENCES	: 0	0	24	1	

#### 

The following matches are currently under review. In order to view the matches for a specific panel, click on the value listed in the corresponding column.

#### Reviews In-Progress

Standard | Expedited

AUTOMOTIVE TECHNOLOGIES: 0 0
BIOLOGY: 1 0
ENGLISH LITERATURE: 0 0
MATHEMATICS: 2 0
SOCIAL WORK: 0 0
TIMNATURALSCIENCES: 3 0

#### Reviews Ready for Final Disposition

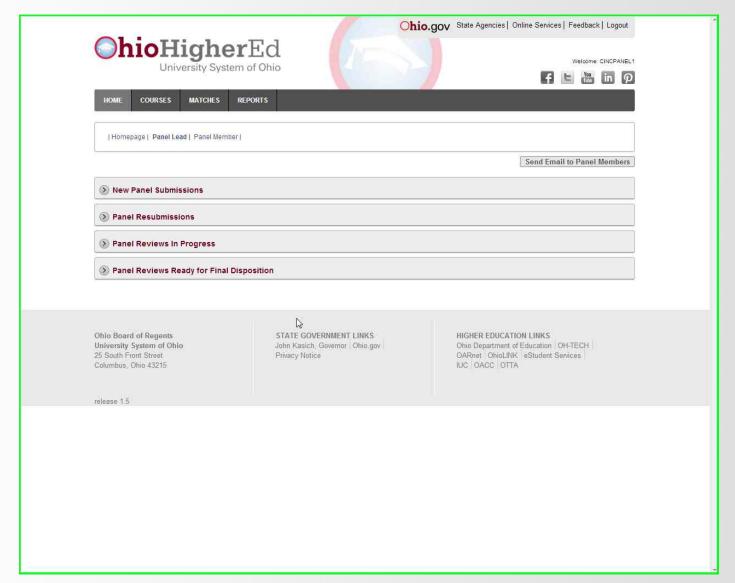
The following matches have been reviewed by the assigned panel and are ready for your final disposition. In order to view the matches for a specific panel, click on the value listed in the corresponding column.

#### Final Disposition Standard | Expedited



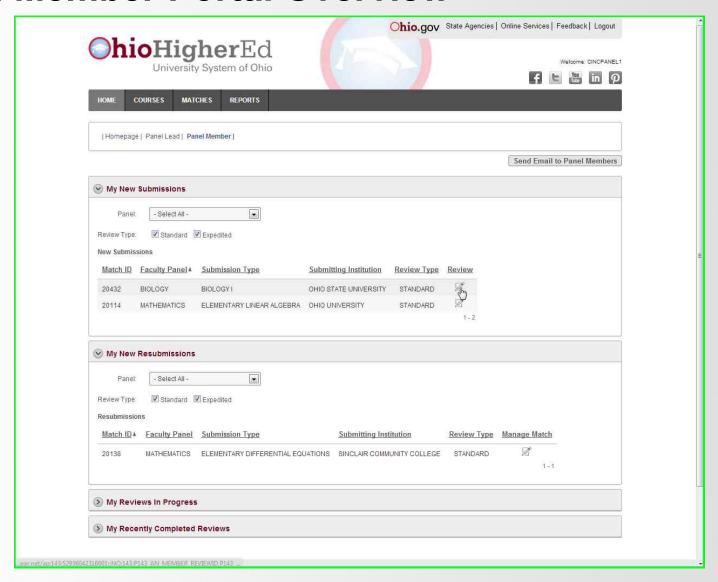


#### **Panel Lead Portal Overview**





#### **Panel Member Portal Overview**



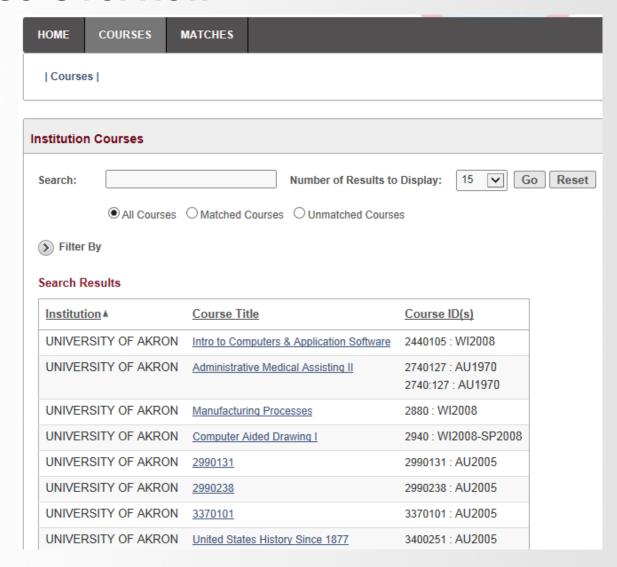


### Understanding the Submission Process – Why Do You See What You See As a Panel Reviewer and Lead?

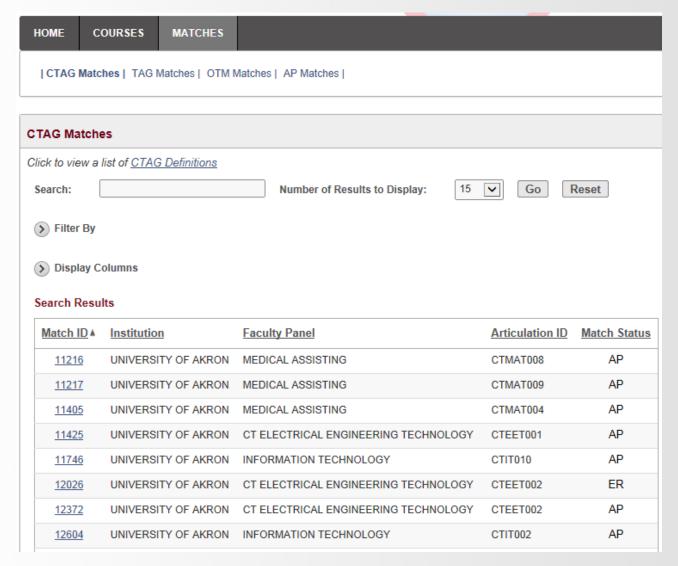




#### **Course Overview**



#### **Match Overview**



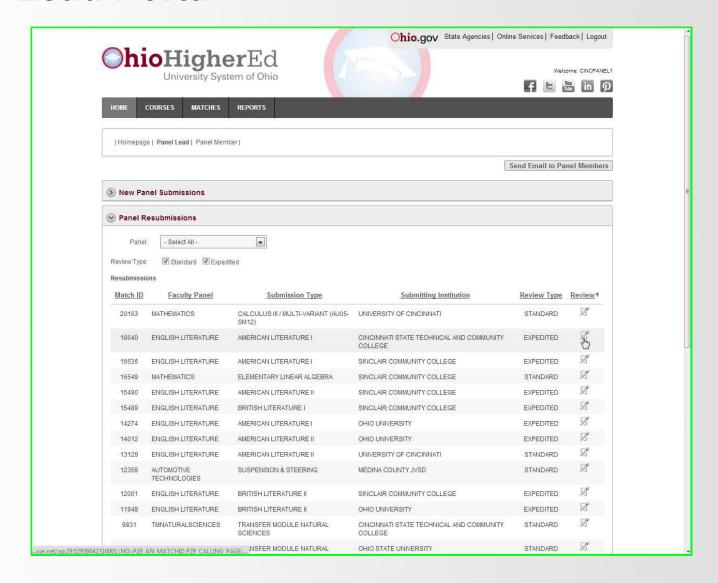


#### **Panel Lead Portal**





#### **Panel Lead Portal**





### Panel Lead Portal – New Submission and Resubmission





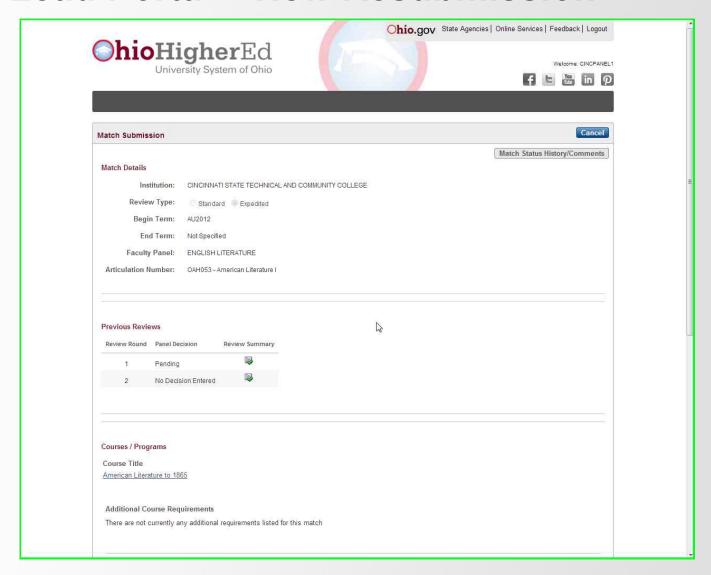
#### Panel Lead Portal – New Resubmission

AG New Sul	omissions			
latch ID ▲	Faculty Panel	CTAN Title	Institution	Review
12704	PHLEBOTOMY	Phlebotomy	APOLLO JVSD	Ø
13981	PHARMACY TECHNICIAN	Introduction to Pharmacy Technician	SCIOTO COUNTY JVS JVSD	Ø
13997	PHARMACY TECHNICIAN	Introduction to Pharmacy Technician	CUYAHOGA COMMUNITY COLLEGE DISTRICT	
17748	PHARMACY TECHNICIAN	Introduction to Pharmacy Technician	SINCLAIR COMMUNITY COLLEGE	
17749	PHARMACY TECHNICIAN	Pharmacy Concepts and Operations	SINCLAIR COMMUNITY COLLEGE	
17752	PHARMACY TECHNICIAN	Introduction to Pharmacy Technician	COLUMBIANA COUNTY JVSD	Ø
20284	PHARMACY TECHNICIAN	Pharmacy Laboratory/Clinical Experience	CUYAHOGA COMMUNITY COLLEGE DISTRICT	
20318	PHARMACY TECHNICIAN	Pharmacy Laboratory/Clinical Experience	SCIOTO COUNTY JVS JVSD	Ø
21616	PHARMACY TECHNICIAN	Pharmacy Concepts and Operations	SCIOTO COUNTY JVS JVSD	
21636	PHARMACY TECHNICIAN	Pharmacy Concepts and Operations	CUYAHOGA COMMUNITY COLLEGE DISTRICT	Ø
				1 - 10





#### Panel Lead Portal – New Resubmission





## Panel Lead New Resubmission – Past Review Summary





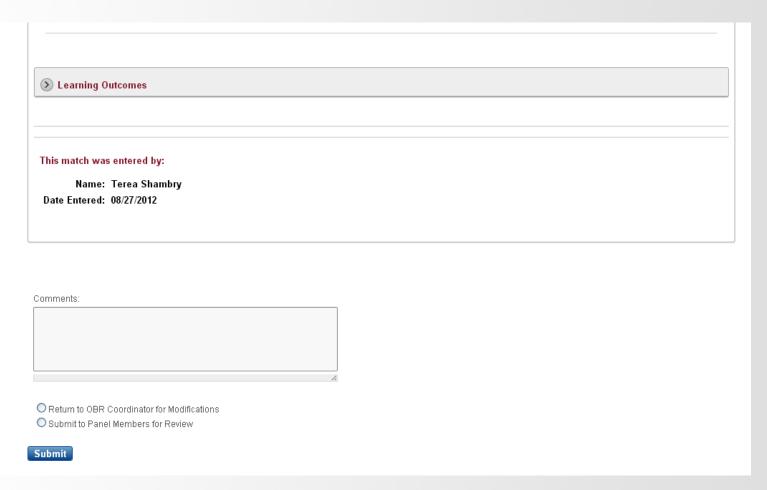
onionignerEd.org

### Panel Lead Portal – Review Summary

<b>⊗</b> R	eview Summary				
	Panel Member ▲	Decision	Review Status	Reject Reasons	Comments
	PANEL1, CINC	Pending	•	Assessment of course learning outcomes are unclear Lacks agreed upon prerequisites (for example, lack of a nursing transition) Program/course material do not meet appropriate rigor (Examples of this include inadequate course objectives, lack of proof of lab component, inadequate assessment, too few or too many credit hours, etc.)	hgkjhkhkjh
Se	nd Review Remind	er			



#### **Panel Lead Portal**



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#### **Panel Lead Portal**

Return to OBR Coordinator for Modifications  Submit to Panel Members for Review  anel Members  Select Panel Members for Review:  Select Panel Members for Review:  Getect All  Bruce, Michael - bruce.8@osu.edu  Gatling, Travis - gatling@ohio.edu  Tevlin, Michael - michael.tevlin@uc.edu  Tsuchida, Hideo - htsuchida@regents.state.oh.us  Verlezza, Barbara - bverlez1@kent.edu				
Submit to Panel Members for Review  Select Panel Members for Review: Select All Bruce, Michael - bruce.8@osu.edu Gatling, Travis - gatling@ohio.edu Tevlin, Michael - michael.tevlin@uc.edu Tsuchida, Hideo - htsuchida@regents.state.oh.us Verlezza, Barbara - bverlez1@kent.edu	Comments:			
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Select All  Bruce, Michael - bruce.8@osu.edu  Gatling, Travis - gatling@ohio.edu  Tevlin, Michael - michael.tevlin@uc.edu  Tsuchida, Hideo - htsuchida@regents.state.oh.us  Verlezza, Barbara - bverlez1@kent.edu				
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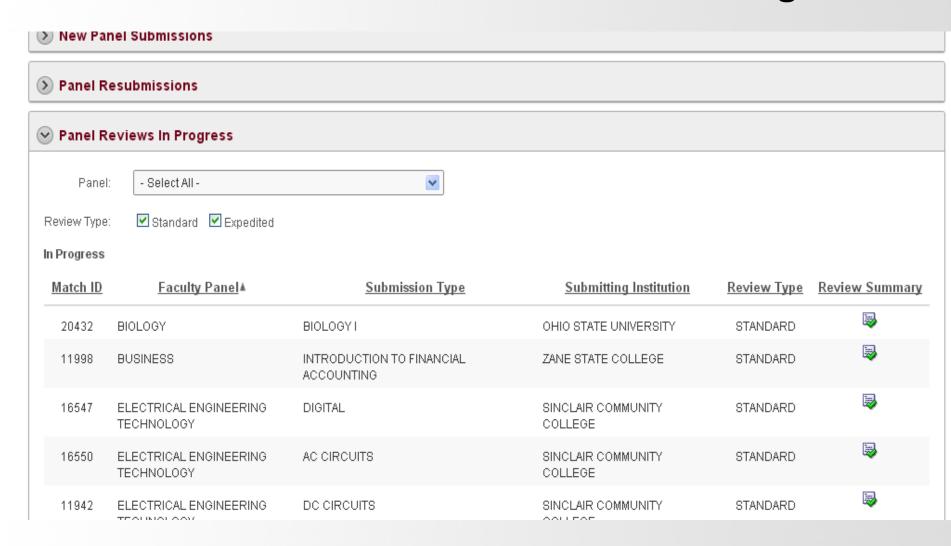


### Panel Lead Portal – Panel Reviews in Progress





### Panel Lead Portal – Panel Reviews in Progress





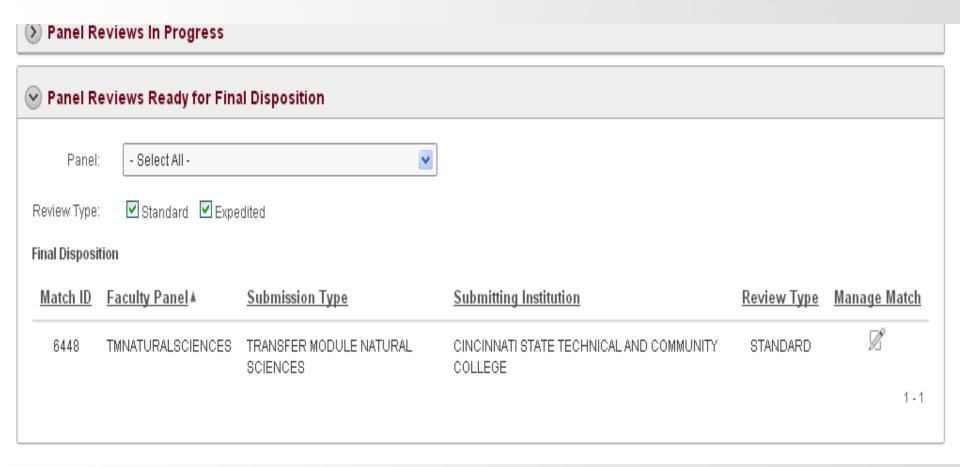


### Panel Lead Portal – Ready for Final Disposition





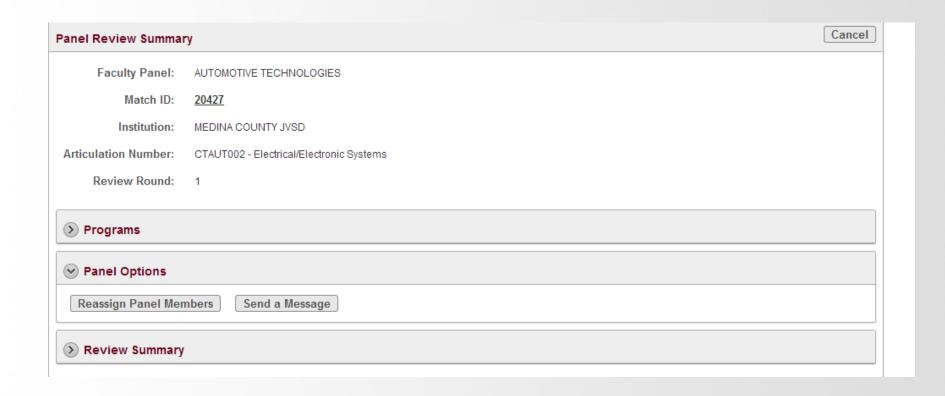
### Panel Lead Portal – Ready for Final Disposition







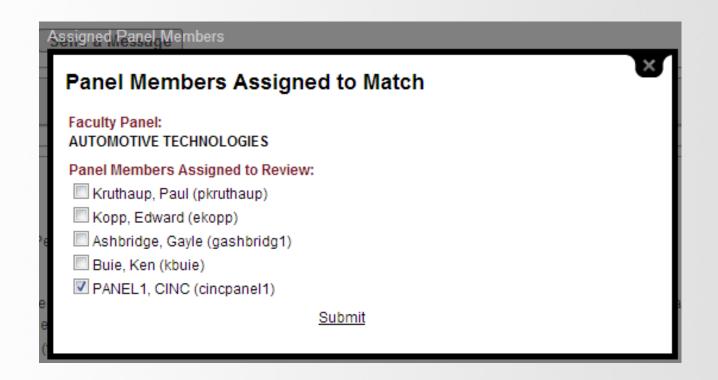
## Panel Lead Portal – Panel Reviews in Progress & Ready for Final Disposition



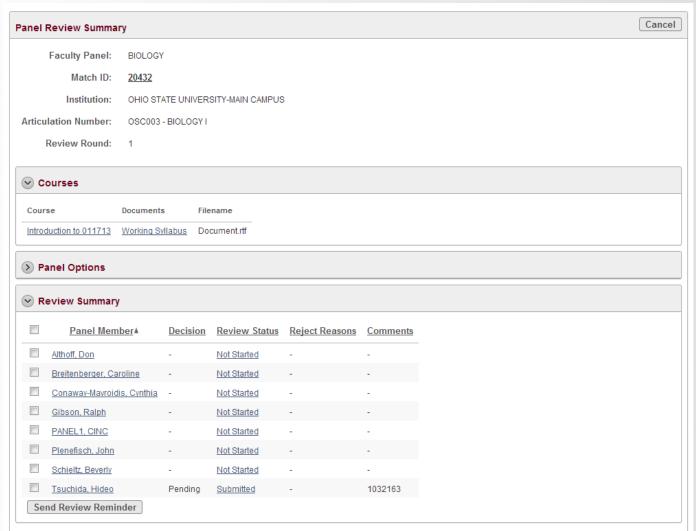




#### Panel Lead Portal – Reassign Panel Members



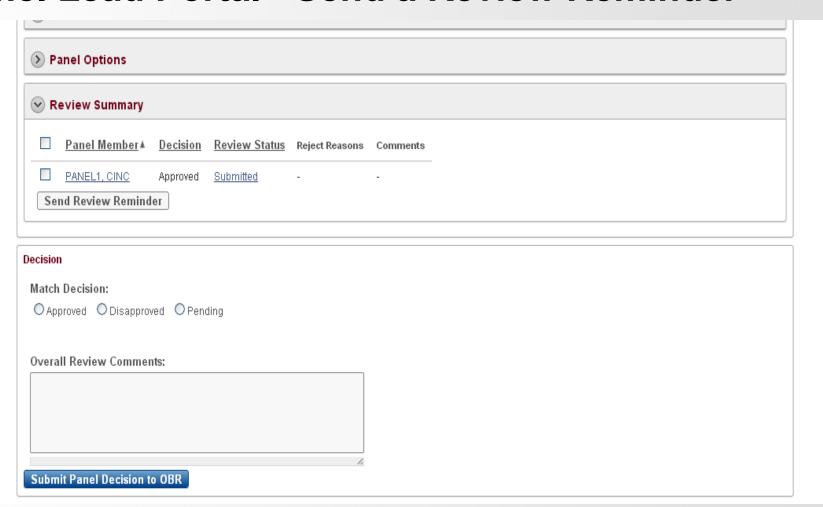
## Panel Lead Portal – Panel Reviews in Progress & Ready for Final Disposition







#### Panel Lead Portal - Send a Review Reminder







#### Panel Lead Portal - Send an Email

#### **Panel Review Summary**

Faculty Panel: TMNATURALSCIENCES

Match ID: 6448

Institution: CINCINNATI STATE TECHNICAL AND COMMUNITY COLLEGE

Transfer Module: TMNS - Transfer Module Natural Sciences

Review Round: 2

Courses

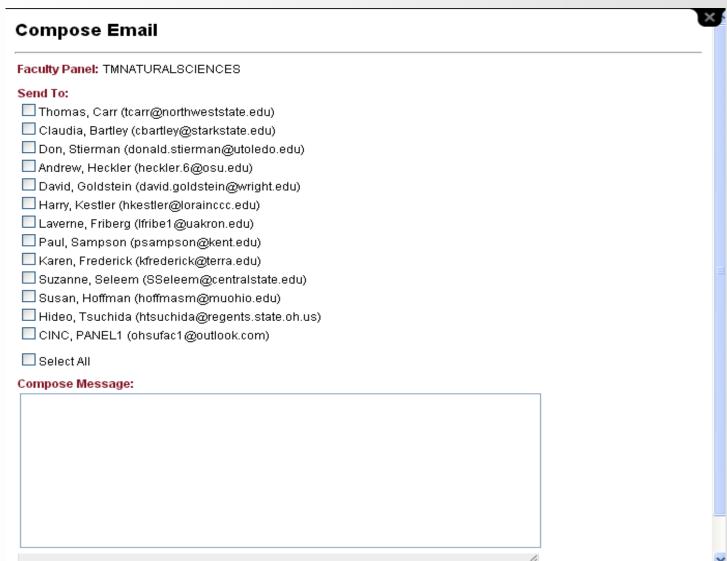
Panel Options

Reassign Panel Members Send a Message





#### Panel Lead Portal - Send an Email





### Panel Lead Portal – Making TAG/OTM Match Decision

Decision					
Match Decision:					
□ Approved   □ Disapproved					
Match Reject Reasons:					
Course/program materials provided are insufficient or missing (Please specify exactly what is missing. Examples include lab manuals, texts, workbooks, syllabi, catalog description, etc.)  Lacks agreed upon prerequisites/co-requisites					
Program/course material do not meet appropriate rigor (Examples of this include inadequate course objectives, lack of proof of lab component, inadequate assessment, too few or too many credit hours, etc.)					
Does not meet appropriate percent (70% or 100%) of the learning outcomes (if applicable, specify which outcomes are not addressed)					
Does not address essential learning outcomes (if applicable, specify which outcomes are not addressed)					
Assessment of course learning outcomes is unclear					
Lacks a course plan of work or class outline as to how the content/topics are covered					
Overall Review Comments:					
Submit Panel Decision to OBR					





# Panel Lead Portal – Making CTAG Match Decision

Decision						
Match Decision:						
□ Approved □ Disapproved □ Pending						
Match Reject Reasons:						
Course/program materials provided are insufficient or missing (Please specify exactly what is missing. Examples include lab manuals, texts, workbooks, syllabi, catalog description, accreditation letters, etc.)  Lacks agreed upon prerequisites (for example, lack of a nursing transition)  Program/course material do not meet appropriate rigor (Examples of this include inadequate course objectives, lack of proof of lab component, inadequate assessment, too few or too many credit hours, etc.)  Does not meet appropriate percent (70%/85%/100%) of the learning outcomes (if applicable, specify which outcomes are not addressed)  Does not address essential learning outcomes (if applicable, specify which outcomes are not addressed)  Assessment of course learning outcomes are unclear						
Lacks a course plan of work or class outline as to how the content/topics are covered  Rigor is less than expected (e.g., credit hours assigned to material (higher ed); recognized authorities and current editions of texts and manuals; contact hours involved for lab, lecture, recitation, clinical experiences; and expectations for student performance or assessment of students). Please specify.						
Accreditation or approval letters and/or dates are missing.  Accreditation or program approval has expired.  Nursing courses that were submitted do not equal 30% of the technical course credits in the nursing program.  A nursing transition course is not offered or required.  One or more learning outcomes is missing documentation verifying coverage within course or program material.  Syllabus is missing or lacks clarity, definition or depth.  Credit hour values of submitted course/s are less or more than the relative credit hours assigned to the OAN or CTAN. (Please specify)  Prerequisites are lacking.  Course and/or program materials are insufficient or missing.  Appropriate percent of learning outcomes is not satisfied (70%/85%/100%).  All essential learning outcomes are not met (specify which outcomes are not addressed).  Completers not eligible to take CMA or RMA examination						
Submit Panel Decision to OBR						





### **Panel Member Portal**

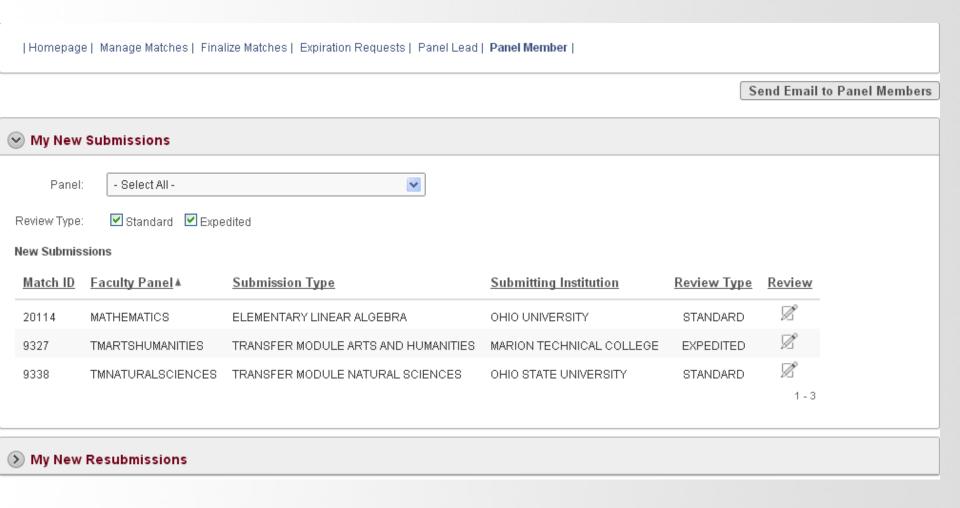




### Panel Member Portal – My New Submission



### Panel Member Portal - My New Submission







### Panel Member Portal – My New Resubmission





### Panel Member Portal - My New Resubmission

[Homepage | Manage Matches | Finalize Matches | Expiration Requests | Panel Lead | Panel Member |

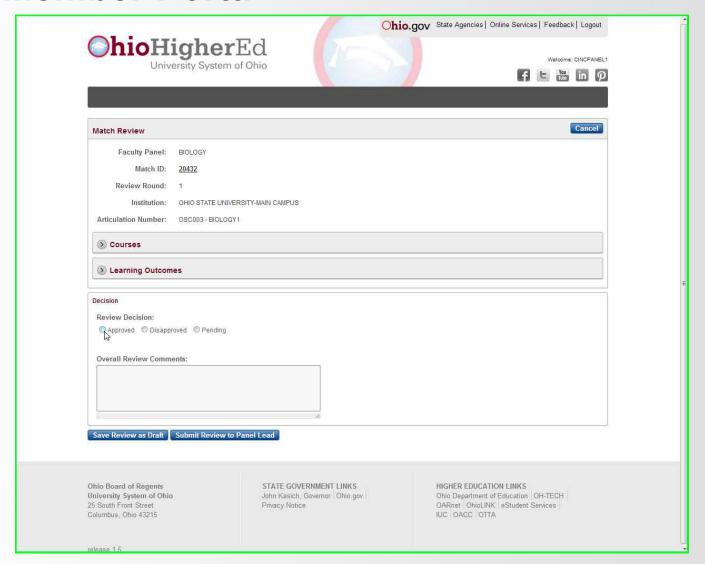
Send Email to Panel Members My New Submissions My New Resubmissions - Select All -Panel: ✓ Standard
✓ Expedited Review Type: Resubmissions Match ID ▲ Faculty Panel Submission Type Submitting Institution Review Type Manage Match 5880 **TMMATHSTATSANDLOGIC** OHIO STATE UNIVERSITY STANDARD TRIGONOMETRY Z 6569 **TMMATHSTATSANDLOGIC** TRANSFER MODULE MATHEMATICS, OHIO STATE UNIVERSITY STANDARD STATISTICS AND LOGIC 1 6612 **TMMATHSTATSANDLOGIC** CALCULUS II UNIVERSITY OF AKRON STANDARD 6616 **TMMATHSTATSANDLOGIC** PRE-CALCULUS OHIO UNIVERSITY STANDARD 7248 INTRODUCTORY STATISTICS OHIO STATE UNIVERSITY STANDARD TMMATHSTATSANDLOGIC 8561 **TMMATHSTATSANDLOGIC** CALCULUS I & II SEQUENCE BOWLING GREEN STATE STANDARD

LINUSCHOIDA





### **Panel Member Portal**





### **Panel Member Portal - Courses**

#### Match Review

Faculty Panel: TMNATURALSCIENCES

Match ID: 9338

Review Round: 2

Institution: OHIO STATE UNIVERSITY-MAIN CAMPUS

Transfer Module: TMNS - Transfer Module Natural Sciences

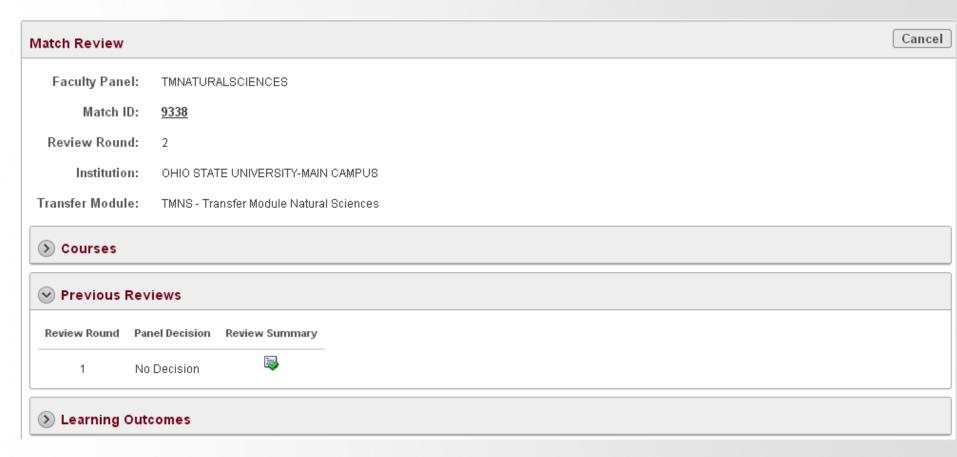
#### **⊘** Courses

Course Documents		Filename		
E&M, Optics, Modern Physics	Master Syllabus	Physics_1201_Assignment_Sheet.pdf		
	Old Syllabus (Expedite only)	PHYSICS_112_ASSIGNMENT_SHEET.pdf		
	Old Syllabus (Expedite only)	Physics_112_Welcome_Packet.pdf		
	Old Syllabus (Expedite only)	Physics_113_Welcome_Packet.pdf		
	Old Syllabus (Expedite only)	PHYSICS_113_ASSIGNMENT_SHEET.pdf		
	Memo Detailing Changes (Expedite Only)	Physics_111,112,113_to_Physics_1200_and_1201_narrative_with_spreadsheet_(1).pdf		
	Pre-requisite/Co-requisite syllabus (OTM)	OSUPhysics_1200_Assignment_Sheet_(2).pdf		
		1 - 7		





### Panel Member Portal – Previous Reviews



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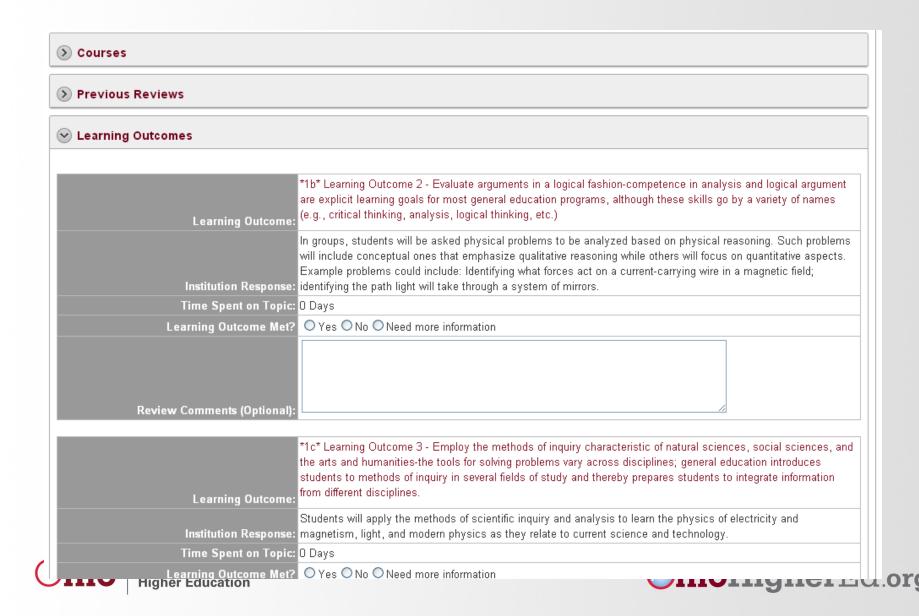


### Panel Member Portal – Review Summary

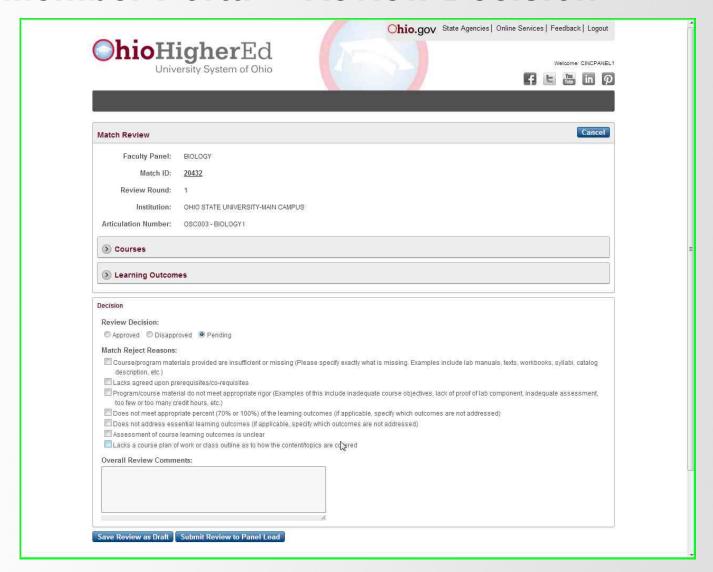
	<b>⊗</b> R	Review Summary					
		<u>Panel Member</u> ▲	<u>Decision</u>	Review Status	Reject Reasons	Comments	
		PANEL1, CINC	Pending	•	Assessment of course learning outcomes are unclear Lacks agreed upon prerequisites (for example, lack of a nursing transition) Program/course material do not meet appropriate rigor (Examples of this include inadequate course objectives, lack of proof of lab component, inadequate assessment, too few or too many credit hours, etc.)	hgkjhkhkjh	
Send Review Reminder							



### Panel Member Portal – Learning Outcomes



### Panel Member Portal – Review Decision





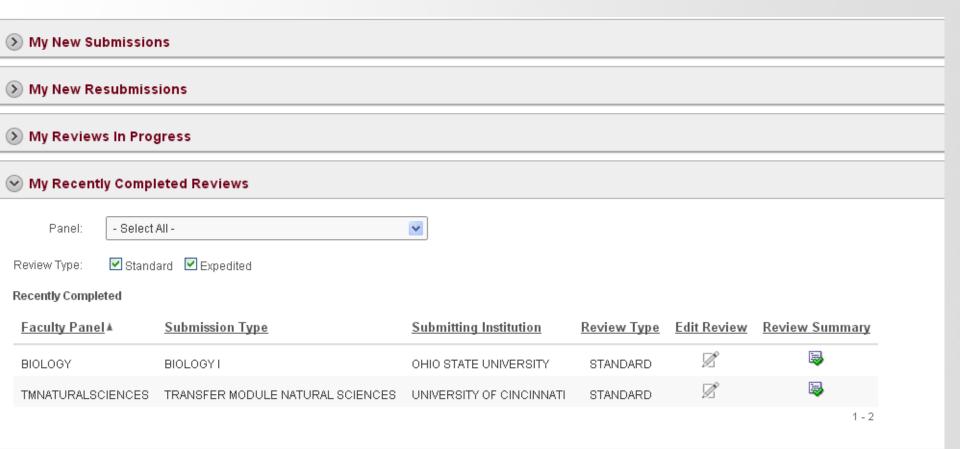


### Panel Member Portal – My Recently Completed Reviews





# Panel Member Portal – My Recently Completed Reviews







### **Email to Panel Lead and Members**





### **Email from Panel Lead to Members**







### **Email among Panel Members**

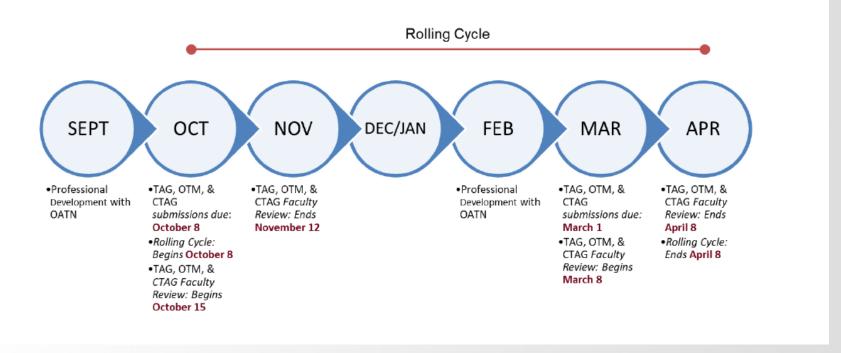
[Homepage | Manage Matches | Finalize Matches | Expiration Requests | Panel Lead | Panel Member | Send Email to Panel Members My New Submissions My New Resubmissions My Reviews In Progress My Recently Completed Reviews





#### **Review Timeline**

### OTM, TAG, and CTAG Submission and Review Timeline 2018-2019







### **Guidelines for Review Panel**

- 1. Reviews are conducted electronically
- 2. Within designated time frame
- 3. Panel is to represent their discipline rather than institution
- 4. Utilize consensus as guiding principle

### **Guidelines for Review Panel**

- 5. Review submission to determine "extent of match" to learning outcomes, rigor and credit hours
- 6. Panel should define the meaning of rigor
- 7. In review of a course, decision options include:\*Approved \*Pending \*Disapproved
- 8. Report any policy or technical problems to OBR





### **Guidelines for Review Panel**

9. There is no term limit on the length of the panel's service to the review panel.



### **Contacts**

Shane DeGarmo
Associate Director, Career-Technical
Transfer Initiatives
Ohio Articulation and Transfer Network
(614) 644-6767
<a href="mailto:sdegarmo@highered.ohio.gov">sdegarmo@highered.ohio.gov</a>

Paula Compton
Associate Vice Chancellor
Ohio Articulation and Transfer Network
(614) 466-3334
<a href="mailto:pcompton@highered.ohio.gov">pcompton@highered.ohio.gov</a>

Kevin Sosa
Associate Director, Articulation and
Transfer Technology
Ohio Articulation and Transfer Network
(614) 752-9475
<a href="mailto:ksosa@highered.ohio.gov">ksosa@highered.ohio.gov</a>





### **Helpful Websites**

CEMS Support <a href="https://www.ohiohighered.org/transfer/cems">https://www.ohiohighered.org/transfer/cems</a>

OTM Information <a href="https://www.ohiohighered.org/transfer/transfermodule">https://www.ohiohighered.org/transfer/transfermodule</a>

TAG Information <a href="https://www.ohiohighered.org/transfer/tag">https://www.ohiohighered.org/transfer/tag</a>

CTAG Information <a href="https://www.ohiohighered.org/transfer/ctag">https://www.ohiohighered.org/transfer/ctag</a>

Reporting <a href="https://www.ohiohighered.org/transfer/reportingsystem">https://www.ohiohighered.org/transfer/reportingsystem</a>

Calendar Conversion Information:

https://www.ohiohighered.org/calendar-conversion





# Thank you very much for your service and leadership.



### **Question & Answer Session**



